



MEMORANDUM

Hi DAA Fair,

The CalHR 2015 Reporting Schedule is now available.

The dates in the Reporting Starts and Reporting Ends columns reflect the earliest and latest date CalHR must receive each fair's deduction data for the corresponding CalHR Processing Period. However, fairs who report through CFSA should work directly with CFSA to ensure accurate and timely submission of payroll files, as CFSA may require an earlier start or end date in order to allow processing time for the fairs it represents.

As you know, since January 2013, CalHR successfully implemented a reporting option whereby the «Fair_Name» can report 401(k), 457, ARP, and PST retirement program deductions directly to CalHR. There is no deduction fee associated with 401(k) and 457 Plan deductions (including loans,) however; CalHR charges \$4.80 per deduction for ARP contributions and \$2.45 per deduction for PST contributions. The fees are due with each corresponding payroll file.

In order to comply with regulatory reporting requirements, 401(k) and 457 plan deductions must post by the first business day following the prior pay period, and ARP and PST deductions must post as soon as practicable, but no later than 15 business days after the paycheck was issued that reflects the withholding (see CalHR Policy Memo 2011-42).

Visit the [CalHR website](http://www.calhr.ca.gov) for more information.



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Savings Plus 2015 Reporting Calendar

Check Date Range	CalHR Processing Period	File Name*	Reporting Starts (12:01 a.m.)	Reporting Ends (11:59 p.m.)	ACH Due (5:00 p.m.)	CalHR Transfers to Aon	Date Deductions Post
Jan 1-15	January Period 1	XXXX_FairContribution_201501_1.txt	1/5/2015	1/13/2015	1/14/2015	1/15/2015	1/16/2015
Jan 16-31	January Period 2	XXXX_FairContribution_201501_2.txt	1/20/2015	1/27/2015	1/28/2015	1/29/2015	1/30/2015
Feb 1-15	February Period 1	XXXX_FairContribution_201502_1.txt	2/2/2015	2/11/2015	2/12/2015	2/13/2015	2/17/2015
Feb 16-28	February Period 2	XXXX_FairContribution_201502_2.txt	2/18/2015	2/25/2015	2/26/2015	2/27/2015	3/2/2015
March 1-15	March Period 1	XXXX_FairContribution_201503_1.txt	3/3/2015	3/11/2015	3/12/2015	3/13/2015	3/16/2015
March 16-31	March Period 2	XXXX_FairContribution_201503_2.txt	3/17/2015	3/26/2015	3/27/2015	3/30/2015	4/1/2015
April 1-15	April Period 1	XXXX_FairContribution_201504_1.txt	4/2/2015	4/13/2015	4/14/2015	4/15/2015	4/16/2015
April 16-30	April Period 2	XXXX_FairContribution_201504_2.txt	4/17/2015	4/28/2015	4/29/2015	4/30/2015	5/1/2015
May 1-15	May Period 1	XXXX_FairContribution_201505_1.txt	5/4/2015	5/13/2015	5/14/2015	5/15/2015	5/18/2015
May 16-31	May Period 2	XXXX_FairContribution_201505_2.txt	5/19/2015	5/27/2015	5/28/2015	5/29/2015	6/1/2015
June 1-15	June Period 1	XXXX_FairContribution_201506_1.txt	6/2/2015	6/11/2015	6/12/2015	6/15/2015	6/16/2015
June 16-30	June Period 2	XXXX_FairContribution_201506_2.txt	6/17/2015	6/26/2015	6/29/2015	6/30/2015	7/1/2015
July 1-15	July Period 1	XXXX_FairContribution_201507_1.txt	7/2/2015	7/13/2015	7/14/2015	7/15/2015	7/16/2015
July 16-31	July Period 2	XXXX_FairContribution_201507_2.txt	7/17/2015	7/28/2015	7/29/2015	7/30/2015	7/31/2015
August 1-15	August Period 1	XXXX_FairContribution_201508_1.txt	8/3/2015	8/12/2015	8/13/2015	8/14/2015	8/17/2015
August 16-30	August Period 2	XXXX_FairContribution_201508_2.txt	8/18/2015	8/27/2015	8/28/2015	8/31/2015	9/1/2015
Sept 1-15	September Period 1	XXXX_FairContribution_201509_1.txt	9/2/2015	9/11/2015	9/14/2015	9/15/2015	9/16/2015
Sept 16-30	September Period 2	XXXX_FairContribution_201509_2.txt	9/17/2015	9/28/2015	9/29/2015	9/30/2015	10/1/2015
Oct 1-15	October Period 1	XXXX_FairContribution_201510_1.txt	10/2/2015	10/13/2015	10/14/2015	10/15/2015	10/16/2015
Oct 16-31	October Period 2	XXXX_FairContribution_201510_2.txt	10/19/2015	10/28/2015	10/29/2015	10/30/2015	11/2/2015
Nov 1-15	November Period 1	XXXX_FairContribution_201511_1.txt	11/3/2015	11/10/2015	11/12/2015	11/13/2015	11/16/2015
Nov 16-30	November Period 2	XXXX_FairContribution_201511_2.txt	11/17/2015	11/25/2015	11/30/2015	12/1/2015	12/2/2015
Dec 1-15	December Period 1	XXXX_FairContribution_201512_1.txt	12/3/2015	12/11/2015	12/14/2015	12/15/2015	12/16/2015
Dec 16-31	December Period 2	XXXX_FairContribution_201512_2.txt	12/17/2015	12/29/2015	12/30/2015	12/31/2015	1/4/2016

*For electronic reporting, replace XXXX with four digit DAA Fair Code.